



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,510 – \$3,050

STATISTICAL ANALYSIS DIVISION

LOS ANGELES

RESPONSIBILITIES: Under the general supervision of the Division Chief (Research Manager II), and the direction of the Research Program Specialist project leaders, the incumbent will perform a variety of sensitive and the most complex clerical and technical support duties using a high degree of initiative, independence and originality in performing the assigned task. Using a network computer and various software and data base applications, maintain insurance company mailing and contact list database for each data call project, updating as necessary to keep current; electronically mail data call circulars, statistical plans and other related forms to each insurance company subject to the data call; review all company submissions received in the Division's email directory and disseminate accordingly; and follow up with delinquent companies; up-load company data call submissions from computer to mainframe database; back up completed data call database on CD; create file folders; maintain and purge company file; maintain records retention schedule; serve as attendance monitor for the Division and inputs information into the Human Resources Information System; review, process and disseminate mail; develop, maintain, and monitor inventory of equipment and supplies; prepare Form 5 orders and justification, and reconcile all Form 5 records; handle service calls and maintain service contract; maintain the Division's resource library and process requests for information; and maintain conference room schedule.

DESIRABLE QUALIFICATIONS:

- Ability to perform highly detailed work and handle multiple priorities in a fast-paced environment.
- Ability to follow oral and written instructions, and communicate effectively orally and in writing.
- Ability to establish good working relationships with departmental employees at all levels.
- Ability to work independently as well as a team member.
- Excellent verbal and written communication skills.
- Excellent computer skills; expertise and knowledge of various computer applications, such as Microsoft Word, Excel, Access, Oracle.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814.

Please indicate "OT (T), #413-318-1139-xxx" on the State application. Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: August 21, 2006 or until filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD